

# THE REPUBLIC

## Our Official Style Guide as at February 2019

(This style guide is drawn and adapted from the *International Affairs* house style guide)

Where not specified, follow the *Concise Oxford Dictionary*, *Hart's rules* and the *Oxford dictionary for writers and editors*. Whenever in doubt, refer to Judith Butcher, *Copy-editing*.

**z-spellings throughout** (e.g. 'globalize'): except for 'analyse', 'revise', 'advise', etc., which are always 'se' in English spelling (see Hart's lists).<sup>1</sup>

**Accessibility:** bear in mind that the text should be comprehensible to a well-informed reader outside the field, for instance a *Stears* or *Bloomberg* reader. This means (a) that the texture should not be too technical, and (b) that the arguments and linkages between them should be clear. **Jargon** should be translated, but technical language, though it needs explaining, is not jargon. This also applies to key social, political and economic concepts.

**Abbreviations** take a full point, contractions don't: Mr; Dr; p.; the Hon. Boring but the Rt Hon. Boring. No. (as in number) takes a full point.

**Initials and organizations, etc.:** no full points, all caps—the UN, EU, NEPAD, UNHCR, ASEAN etc. If very well known, as for EU, NATO, OPEC, GATT, WTO, NGO, ICC, CIA, OECD, IMF, initials will do; if ignorance on part of reader is assumed, spell out the first time and use the acronym thereafter, e.g.: 'the Economic Commission for West African States (ECOWAS), the regional...'. Always use uppercase for acronyms, not Nato, Gatt, etc. If an organization appears only once, don't bother to give its acronym in parentheses, just use it in full. This applies particularly in book reviews.

### Dates and numerals:

- 6 January 2001; in footnotes save space by abbreviating months, e.g. The Times, 6 Jan. 2001: Jan. Feb. March April May June July Aug. Sept. Oct. Dec.
- on 20 March; on the 3rd (though avoid where possible);
- 1990s (no apostrophe, and not 'the nineties');
- 1946–7; 1900–1907, 2002–2003 (2002–03 fine in footnotes); 1999–2001 (use en-dash);
- Elide except for teens and after a 0: 11–12, 60–61, 100–108, 107–27, 107–207, 200–201 (use en-dashes. The rule is to use the fewest possible digits compatible with clarity);
- 13 per cent in text, but 13% in tables and footnotes;
- Spell out numbers from one to twelve, figures thereafter. Ditto for ordinals, except for names of centuries on aesthetic grounds, e.g. sixteenth, nineteenth century (but nineteenth-century if adjective). You may sometimes want to spell out high round numbers if they occur in a literary, as opposed to a statistical context;
- Spell out units of measurement (kilometres, kilograms etc.) in text but abbreviate (km, kg) in fns
- Commas in thousands: 3,569.
- Hyphenate adjectival measurements: an 18,000-tonne ship  
CE/BCE or AD/BC according to author, but always small caps

**Uppercase:** used only when essential. Nigerian government, parliamentary privilege, presidential elections, the presidency (but the President when referring to a particular individual). The socialists,

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<sup>1</sup> e.g.: advertise; agonize; analyse; antagonize; apologise; apprise; authorize; catalyse; characterize; chastise; civilize; colonize; compromise; concretize; criticize; emphasize; excise; exercise; improvise; incise; jeopardize; legitimize; modernize; neutralize; paralyse; philosophize; polarize; prioritize; privatize; realize; recognize; standardize; summarize; westernize.



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communism, but Marxism. Uppercase should be used for quotations and extracts only after a colon and when it is the start of the quotation/extract; i.e. Tyson explains that: 'A cautious activist such as myself...', but Tyson explains that in the broader US–Japan relationship, 'if sector-specific disputes are allowed...'

**Book Titles:** title cases are preserved, e.g. *Things Fall Apart*

**Journal and newspaper titles:** titles are preserved; e.g. *Financial Times*, *Strategic Review*, in italics.

**Places:** capitals for Nigeria's six geo-political zones (e.g. South West; North East); capitals for global political concept or entity, e.g. North–South, East–West, the global South, the Far East, the Middle East, North Africa, Asia–Pacific; lowercase for all other geographical and regional designations: central and eastern Europe, west European, central Asia, south-east Asia, south Asia, southern France, northern Nigeria, south-east England.

**United Kingdom/United States:** spell out the first time, but thereafter capitals are acceptable. Spell out in full for aesthetic reasons as often as you can; 'America' and 'Britain' okay, but not USA.

**Countries** and ships (and other vehicles) are it, not her.

**Quotations:** single quotation marks. Doubles are only used for quotations within quotations. Original punctuation is preserved. In articles (but not reviews) longer quotations (≥40 words) are displayed, i.e. marked 'extract' in smaller type, with space above and below and no quotation marks.

**En-rules and hyphens:** en-rules are used between words when the connection means 'and', 'to' or 'between': e.g. German–British; the 1914–18 war. But when the first word is a prefix (Sino-, Franco-, as opposed to Chinese- or French-) it cannot stand alone and takes a hyphen:

- **En-rule:** pp. 9–14; US–Russia relations; East–West; Greek–Turkish conflict; civil–military relations;
- **Hyphen:** Franco-German relationship; Sino-Soviet split; pre-industrial; fractions: two-thirds.

**Italics:** titles of published books and periodicals, names of ships, plays, films. Except for *The Times* and *The Economist*, 'the' in periodical titles is not italicized, i.e. the *Pacific Review*, the *Washington Post*. Code names and operation names *not* italic: Operation Pagoda etc.

**Roman** for article and chapter titles, unpublished works and theses, with quotation marks.

**Legal cases:** names of plaintiff and defendant in italic, 'v.' in roman followed by year in parentheses, e.g. *Rose v. Wade* (1986).



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**Footnotes:** Footnotes should include the following information: author name (full forenames unless given only as initials in source); title of work; (for a book) place of publication, publisher, date and page reference; (for an article) journal title, volume and issue numbers, year and page reference. Please avoid *ibid.*, *loc.cit.* and use short titles to refer to works already cited: e.g. Henry Kissinger, *A world restored: Metternich, Castlereagh and the problems of peace*, becomes Kissinger, *A world restored*.

**Footnotes should be presented as follows:**

**Books:** Jimmy Burns, *The Land that Lost its Heroes: the Falklands, the war and Alfonsin* (London: Bloomsbury, 1987), p. 131. **Subsequent mentions:** Burns, *The Land that Lost its Heroes*, p. 478.

**Articles:** Lawrence Freedman, 'The Atlantic Crisis', *International Affairs* 58: 2, Summer 1982, pp. 13–17. **Subsequent mentions:** Freedman, 'The Atlantic crisis', p. 15.

Or: pp. 13–17 at p. 15.

Articles in books: Laurence D. Weiler, 'No first use: a history', in David N. Schwarz, ed., *NATO's nuclear dilemmas* (Washington DC: Brookings, 1983), pp. 000–00. **Subsequent mentions:** Weiler, 'No first use'. Different chapter: [full details] in Schwarz, ed., *NATO's nuclear dilemmas*, pp. 000–00.

**Foreign words and phrases:** If in current usage, roman and no accents unless needed for pronunciation, i.e. elite, detente, role; but communiqué, protégé, cliché. Less common words are in italics and accented, i.e. *tour d'horizon*, *pièce de resistance*, etc. However, foreign proper names are always roman, e.g. the Bundestag. Foreign language quotations are usually roman, as italic is redundant if quotation marks are used. German words in lowercase italics, i.e. *leitmotiv*, *realpolitik*, but *Ostpolitik*.

**Transliteration:** Simplify for typesetting by omitting diacritics (macron, caron, acute accents, etc.) and ligatures, e.g. Milosevic rather than Milošević; Basho rather than Bashō; but keep diacritics in languages that consistently use the Latin alphabet, e.g. umlaut in Turkish (Kemal Atatürk), accents in Spanish (Guantánamo Bay), etc.

**Slavic languages:**

- Omit the 'soft sign' in Russian, e.g. Vladimir Gelman rather than Vladimir Gel'man; Yury Aykhenvald rather than Yury Aykhenval'd (but respect people's spelling preference for their own name);
- Name spellings (Andrei/Andrey; Yuri/Yury; Alexander/Aleksandr/Oleksandr; etc.): Simplify -yj and -ij word endings to -y for consistency (but respect people's spelling preference for their own name, e.g. Dmitri Trenin, rather than the more commonly used 'Dmitry');
- 'Capitalization conventions in Cyrillic are much like those of French and should be preserved in transliteration. Pronouns, days of the week, months, and most proper adjectives are lowercased. Geographic destinations are capitalized when they apply to formal institutions or political units but



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otherwise lowercased';<sup>2</sup>

· 'Titles of Russian works: Only the first word and any proper nouns are capitalized in titles';<sup>3</sup>

## Arabic:

- The letters *ayn* ( ع ) and the *hamza* ( ء ) are represented by single quotation marks—*ayn* by an opening quotation mark ( ' ), and *hamza* by a closing quotation mark ( ' ); use a font that shows the difference between the two (e.g. Arial doesn't);
- Drop initial *hamza*; long vowels aren't indicated (e.g. by a line placed above the vowel in question);
- The definite article ( 'al-' ) always takes a hyphen and is lowercase, except when the first word of a sentence—some exceptions, e.g. Al-Qaeda;
- However, where 'Al' stands not for the definite article but for 'the family of' (pronounced 'aal') it is capitalized and does not take a hyphen—as in Al Saud, Al Khalifa, Al Sabah, Al Thani;
- When an Arabic name is shortened to just the surname, the 'al-' is retained, e.g. Hasan al-Banna becomes Al-Banna. Some exceptions, e.g. ok to refer to Nouri al-Maliki as Maliki when surname only;
- Connectors in names (such as bin, ben, abu, etc.) are lowercase only when preceded by a name, e.g. Osama bin Laden, but Bin Laden;
- For more detailed instructions see the *IJMES*' transliteration guidelines.

## Spellings and usages

### A

Abd al-Hamid [in Arabic source; Abdülhamit in modern Turkish] Abkhazia

*ad bellum* (ital.)

administration, government, parliament, state, constitution (lowercase)

ad hoc (roman); but *ad hominem* (ital. as rarer)

adviser [but advisor when referring to US role, e.g. the National Security Advisor] African

American (n. and adj.)

ageing [not aging]

Ahmadinejad, Mahmoud

AIDS/HIV

air power, air crew, air strike

airspace, airbase

aircraft carrier

Alawites

Al-Arabiya

[al-]Assad, Bashar

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<sup>2</sup> The Chicago Manual of Style, 16th edition (Chicago: The University of Chicago Press, 2010).

<sup>3</sup> The Chicago Manual of Style



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Al-Gama'a al-Islamiyya  
Al-Hijra  
Al-Ittihad al-Islami (AIAI)—the Islamic Union  
Al Jazeera [company name, doesn't use hyphen]  
Al-Qaeda  
Al-Qaeda in the Arabian Peninsula (AQAP)  
Al Sa'ud [family]  
Al-Shabaab  
Allies (world wars)  
all-out  
all-important  
Ambassador *cap where specific person*: the US Ambassador to Britain  
Amman  
among [not amongst]  
analytical [not analytic]  
Anglophone  
Anti-Ballistic Missile (ABM) Treaty, but antiballistic  
anti-colonial, anti-personnel  
anti-Semitism  
anti-terrorism/ist  
apartheid  
appendices (not appendixes)  
Arab renaissance  
Arab Spring  
Arabian peninsula  
Arafat, Yasser [not Yasir]  
Argentine, or Argentinian [not Argentinean]  
army [but US Army, Fifth Army]  
article 0 [of treaty etc.]; art. in footnotes *but*  
    Article 5 of the North Atlantic Treaty; Article VI of the NPT; Article 21 of the UN Charter  
article [in *LA*; not 'paper' or 'essay']  
Asia-Pacific  
assure [to set someone's mind at rest—cf. ensure, insure]  
asylum-seeker  
autarkic  
author [noun—do not use as verb]  
Azerbaijan [ethnic group: Azeris; citizens: Azerbaijanis]

## **B**



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Ba'ath (Party), Ba'athist Baathification, de-Baathification

back-up (noun) backyard Baha'i [faith] bailout

balance of power; balance of power politics (no hy) Balochistan

Baltic states

battle of . . .

battlefront, battlefield, battlegroup

bazaar

Bedouin (s. + pl.)

Beijing [i.e. Pinyin throughout]

Belarus [not Byelorussia]; Belarusian [not Byelorussian] belief-system

benefited, benefiting

bi-monthly [prefer 'six times a year' or 'twice monthly' for the sake of clarity] biodiversity

biofuel

birth-rate

blacks/whites (lowercase)

blue-collar (adj.)

blueprint

Boko Haram

Bosnia and Herzegovina [not Bosnia-Herzegovina, Hercegovina]

Bosporus

breakup, buildup

Bretton Woods system

Brezhnev, Leonid

burden-sharing

burka

Burma *see* Myanmar

bypass

by-product

## C

cabinet

caliph; Caliph al-Ma'mun

caliphate

Camp David Accords

capacity-building

carbon dioxide/CO<sub>2</sub>: prefer spell out unless many instances; abbrev. in fns casbah



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case-by-case [if used adjectivally]

case-study

*cause célèbre*

ceasefire

Ceausescu, Nicolae [and Elena]

Centigrade

central Asia

Chapter VII of the UN Charter

Chechnya

Chetniks [Serbian nationalist movement]

Chiang Kai-shek

the Church

city-state

civil service/ant

class of warship: Vanguard class (ship itself is *Vanguard*)

clean-up

clear-cut (adj.) [if used before noun—‘a clear-cut case’, but ‘the situation is not clear cut’]

Clinton, Hillary

coastguard

code name

coexist, cooperate, coordinate

co-opt

co-author, co-editor, co-found, co-manufacture

Cold War

command and control (or C3 I; stands for ‘command, control, communications and intelligence)

Commander-in-chief (uppercase)

Common Security and Defence Policy (CSDP) [EU]

commonsense (adj.); common sense (noun)

communist/m, nationalist/m, socialist/m, except when political parties (e.g. ‘the Italian Socialists’

meaning the Italian Socialist Party)

competence (EU etc.) *not* competency

comprise [the whole comprises the parts, not ‘of’]

confidence-building

Congress; but congressional; [US; do not use ‘the’]

Congressman [avoid: for generic references, say member of Congress; for titles, use Representative

or



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Senator]

the [European] continent s

constitution

constitutional

cooperate/cooperation, but co-op

co-opt

Côte d'Ivoire

counter-force, counter-insurgency, counter-intelligence, counter-intuitive, counter-measures,  
counter-

offensive, counter-proliferation, counter-revolution, counter-reaction counterterrorism,

counterproductive, counterbalance

coup (roman), but *coup d'état* (ital.)

co-worker

Crimea (not the Crimea)

cross-border, cross-current, cross-cutting

cross-reference (noun and verb)

the Crown (as institution); a Crown colony

Cuban Missile Crisis

Cultural Revolution [China only]

cyber attack, cyber security (cyber-security adj.)

cybercrime; cyberspace; cybertechnology; cyberterrorism; cyberwar

## **D**

Dagestan

Dar es Salaam

data [plural, i.e. 'the data are', not 'the data is'] database, dataset

day-to-day (adj.) [but 'from day to day'] deadlock

debacle

decision-maker, decision-making

deep-seated

de facto (rom.)

degree (temperature): spell out unless many instances, when use symbol ° (e.g. 20°C) *de jure* (ital.)

Defense Secretary [US only]

*déjà vu*

*démarche*

Deng Xiaoping

*dénouement*



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Department of Defense [US only]; abbrev. DoD  
detente, elite, melange, regime (rom.; elite: sg.)  
Deutschmark [also Deutsche Mark]  
DFID (Department for International Development)  
Diaspora [of the biblical Jews only; otherwise lowercase]  
discernible  
dispatch  
Doctrine: Monroe Doctrine, Bush Doctrine  
dominions (Br. empire/Commonwealth)  
dotcom  
double-edged  
downwards (but downward pressure)  
drug-trafficking  
due to [avoid—use ‘owing to’—unless antecedent noun for it to be attached to. ‘The famine was due to drought. Owing to the drought, there were many refugees.’]  
Dugin, Alexander  
duma

## ***E***

Earth (planet)  
east Africa / east Asia  
eastern Europe  
eastern Germany (pre-unification, East Germany)  
Ebola  
ecosystem  
Ecuadorian [not Ecuadorean]  
effendi  
e.g. (for example) [only follow with a comma if there would be one if spelled out in full in the sentence] email  
émigré (rom.)  
embassies: the British Embassy where specific institution/building  
empire: British empire, American empire  
end-state, end-game, end-point  
English School [of IR]  
enquiry, enquire (inquiry means official investigation)  
*en vogue*  
ElBaradei, Mohamed  
equilibria [not equilibriums]



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et al.

EU28

Eurasianism

euro [currency] 100 euros—but use symbol € if possible where other currency symbols in use

eurozone

Eurocentric, Eurosceptic

eurozone (lower case)

European Commission [all references to ‘European Community Commission’ and ‘European Union Commission’ can be replaced by ‘European Commission’—spell out to avoid confusion]

European Community (EC)

European Council [spell out to avoid confusion]

European Economic Community (EEC) [after 31 December 1991 the name EEC was replaced by the EU]

European Security Strategy [itals only when document cited in footnote]

Eurosceptic

eurozone

ever-expanding

exchange rate, but exchange-rate regime

Executive, Legislature when these mean the US president and Congress

exposé

## **F**

façade

Faisal [Saudi king; otherwise Faysal]

fallout

Far East

far right

fast-changing

fatwa

fault-line

*fedayeen* (ital.)

federal

fellah (sing.), fellahin (pl.)

fieldwork

### **Figure 1: Caption essential caps only**

first, second, third/first, secondly, thirdly [both OK, but be consistent. Preferable to use first, second, third]

first-hand (but ‘at first hand’)



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First World War, Second World War [not World War I, II]  
focus, focused, focusing; focuses, not foci [prefer anglicised plural]  
forego [meaning 'go before']; forgo [meaning 'abstain' or 'relinquish']  
foreign policy making  
follow-up (noun)  
foreword [introductory matter]  
Former Yugoslav Republic of Macedonia  
formulas, forums [prefer anglicised plural]  
free-rider  
free market, free world, free trade  
fresh water; freshwater resources/fishing  
front line; front-line forces  
full time (noun); full-time (adj.)  
fulfil, fulfilment; fulfilling, fulfilled  
fundraiser, fundraising

### **G**

G7, G8, G20 etc. (no hyphen) Gaddafi, Muammar  
Gaza Strip  
GDP [not 'the GDP'] [gross domestic product]  
Geneva Conventions; the Convention(s)  
gender-neutral, gender-inclusive  
geographic [not geographical]  
geo-economic  
geopolitical, geostrategic  
glasnost (lowercase)  
global South  
goodwill  
Gorbachev, Mikhail  
the government (lowercase, sg.)  
grass roots (noun); grassroots (adj.) Great Famine  
Great Powers; Great Game; Great War the Greens  
ground-breaking  
Guantánamo Bay  
guerrilla  
Gulag  
Gulf War



Gulf states

Gurkha

## **H**

*Haaretz* (italics)

*hadith* (italics)

hajj

half-year (noun); half-yearly hard-line(r)

HarperCollins

Hashemite

*hawza* (italics)

health care

Hellenism

Hezbollah [not Hizbullah]

High-level Panel (UN etc.)

High Representative for Foreign and Security Policy (EU) high-technology (adj.); 'high-tech', but not 'hi-tech'

hijab

*hisba* [enforcement of religious laws]

Hizb ut-Tahrir

Hobsbawm, Eric

Holy Land

home-grown

homeowner

Houthi(s), the Houthi rebellion [not 'the al-Houthis']

human intelligence, signals intelligence (not humint, sigint)

Huntington, Samuel

Hussein, Saddam

hyperinflation

## **I**

ice cap

ice-breaker

ideal-type/ical

i.e., or 'that is'

imam [when not a specific person] imam(ate); imaret

impact [noun; do not use as verb] in-depth

indexes [not indices, except in maths] Indo-China



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in-fighting Ingushetia insight into in situ  
in so far as  
institution-building  
insure [use in reference to insurance only – cf. ensure, assure] intelligence-gathering  
*inter alia* (ital.)  
inter-agency, inter-ethnic  
international relations, but International Relations theory  
internet  
interpretative [not interpretive]  
interregional, interrelated, interrelationship  
interstate, intrastate  
interwar  
intifada (rom.)  
iPad; iPhone; iPod  
*ipso facto* (italics)  
Iran–Iraq War  
Iranian Revolution  
Iraq War  
Irbil [not Arbil, Erbil]  
Iron Curtain  
Islam, Islamic, Islamism, Islamist, Islamize, Islamization [not Islamicate] Islamic State in Iraq and Syria (ISIS); *subsequent mentions* ISIS or Islamic State Islamic or Iranian Revolution [1979 revolution]  
Israeli War of Independence [1948 war]

## **J**

jail *rather than* gaol  
*jamahiriya* (lower case, ital.)  
Jiang Zemin  
jihad (roman, lowercase); jihadist(s), not jihadi(s) judgement [but judgment in legal context]

## **K**

Kabardino-Balkaria  
Kadyrov, Ramzan  
kafir  
Karachaev-Circassia  
Karroubi, Mehdi  
Kazakhstan (ethnic group: Kazakhs, citizens: Kazakhstani –adjectival) Khartoum



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Khatami, Mohammad  
Khmer Rouge (plural)  
Khomeini  
Khrushchev, Nikita [not Kruschev] Kifaya movement  
Kim Il-sung, Kim Jong-il , Kim Jong-un Ki-moon, Ban  
knowhow  
Korean Peninsula  
Kosovar, Kosovars  
Krajina [region]  
kufiya  
Kurdish Autonomous Region, Kurdistan Region Kurdistan Workers' Party (PKK)  
Kiev [not Kyiv]  
Kyrgyzstan (Kyrgyz etc. as for Kazakhstan)

## **L**

labelled  
*laissez-faire*  
landmine, landmass  
large-scale (adj.)  
largess  
Lashkar-e-Tayyiba  
latter-day  
lawmaking/er  
Lebanese War [1982 war]  
left-right (en-dash for contrasting terms) left-wing  
*leitmotiv* (lowercase, italics)  
lesser-known  
liberal democratic (adj.) lifestyle  
linchpin  
lingua franca (rom.)  
lip service  
Little, Brown [publisher] local-level (adj.) long-range (adj.) longstanding lower-middle-income (adj.) Lviv [not Lvov]

## **M**

macroeconomic, microeconomic *madrassa* (italics)  
Maghreb(ian)



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Mahdi; Mahdist  
Mamluk [Egyptian dynasty]; mamluk [slave/soldier]  
Mandate [n./adj., British or French occupation after the First World War] Manichaean  
man-made  
Mao Zedong [not Tsetung]  
marines [but US Marine Corps]  
mark-up (noun)  
marshal, marshalled  
Marxist/Leninist (oblique, not en-dash; or use hyphen) member state (no hyphen)  
memorandum of understanding (MoU) Messiah; messianic; messianism meta-narrative  
Middle East  
middle-income  
mid-1980s (no apostrophe); mid- to late 1980s (only one hyphen)  
midweek, midyear  
Miliband, Ed and David  
milieu/s (as forum/s)  
military-industrial [hyphen not en rule]  
million, billion [in full]  
Milosevic, Slobodan  
mindset  
Ministry of Defence / MoD (UK)  
minuscule  
*mission civilisatrice* (italics)  
Mitterrand, François  
Middle Ages  
mine, miner, *no hyphen*: coal miner, copper mines (*but* copper-mining sites)  
*modus operandi, modus vivendi* (italics)  
Moldova [not Moldavia]  
Morsi, Mohammed  
monocausal  
Moscow [for the city], but the Moskva [for the river, even though it's the same word in Russian]  
Mossadegh  
most favoured nation (MFN) (noun); most-favoured-nation status (adj.)  
Mousavi, Mir-Hossein  
Mubarak, Hosni  
muezzin  
mufti  
Muhammad



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*mujahideen* (lowercase, italics) [not mujahedin]

mullah

multi-agency

multidimensional, multifaceted, multinational, multiparty, multipolar, multipurpose

Musharraf, Pervez

must-read [avoid]

Myanmar ( Burma)

myriad (adj.), a myriad of (noun) [both ok]

## N

Nabucco [pipeline] Nagorno-Karabakh

naive, naivety (not naïve, naïveté) *nakba* (italics)

Nasrallah, Hassan

Nasser, Gamal Abdel

nation-state (but member state)

Native Americans

NATO alliance, the alliance (lowercase)

Nazi party

neo-classical, neo-liberal, neo-conservative, neo-realist etc.

new world order/disorder (lowercase)

Nietzschean

Nineveh [city, not Ninevah]; Ninewa [region, governorate]

no-fly zone

*nomenklatura* (ital.)

Non-Aligned Movement (NAM)

nonconformist/ity (*rel.*)

non-combatant

nonetheless

non-governmental

non-interference

non-highly compensated (adj.)

non-nuclear;

non-state actor

Non-Proliferation Treaty (NPT), or Nuclear Non-Proliferation Treaty; non-proliferation NPT

Review Conference

no one (two words)

North Africa

North–South (en-dash)



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notwithstanding  
Nowruz [Persian New Year]  
nuclear weapon state  
nuclear weapon-free (adj.; e.g. nuclear weapon-free zone)  
Nuremberg Trials

## O

occupied territories  
offshore  
ongoing  
onto [one word]  
*OpenDemocracy* (website, in footnotes)  
opt-out (n.); opt out (v.)  
Orientalist/Orientalism  
orientate  
Orthodox [when faith, otherwise lowercase]  
*Ostpolitik* (uppercase, italics)  
out-of-area operations  
overemphasize, overreact, overriding, oversimplify, overuse

## P

P5  
Palestinian National Authority (PNA) or Palestinian Authority (PA) [interchangeable]  
pan-African movement, pan-Africanist *but* Pan African Congress  
pan-Arabism  
pan-Slavism  
*par excellence*  
parties: the Labour Party, the Conservative Party  
Pax Americana  
  
peacebuilding, peacekeeping, peacemaking (noun and adj.) Pearl Harbor  
per capita (roman)  
per cent (% in tables and footnotes); percentage points perestroika (lowercase, roman)  
  
permanent members of the Security Council: P5 permanent representative  
*per se* (italics)  
*peshmerga*



# THE REPUBLIC

petrodollar  
photojournalist/m  
PKK [see Kurdistan Workers' Party]  
policy-making/ers  
post-modernism, post-classical, post-colonial, post-mortem, post-structuralism  
post-Cold War  
postwar, prewar  
PoW [but lowercase prisoner of war]  
pp. [not pages] for page references [p. for single ref; pp. for range]  
predate  
pre-eminent  
pre-emptive, pre-empt  
present-day (adj.)  
the president (lowercase for all titles unless when referring to a particular individual, also former office

holders)  
preventive [not preventative]

*prima facie*

Primakov, Yevgeny  
prime minister [but 'Prime Minister David Cameron'] private sector (noun); private-sector (adj.)  
the Prophet (Muhammad)  
protester (*not* -or)  
Provisional IRA

## **Q**

Qandil mountains  
qat [drug]  
Qizilbash  
quid pro quo (roman)  
Qur'an [not Koran]; Qur'an(ic)

## **R**

*raison d'état* (ital.)  
*raison d'être* (ital.)  
rapporteur  
*rapprochement* (ital.)



# THE REPUBLIC

rational–bureaucratic state

realism, realist [IR school]

*realpolitik* (lowercase, italics)

reappraise, realign, reintroduce, rewrite (no hyphen); but re-emerge (and pre-empt) Reconquest [of Spain]

record-keeping referendums (not referenda)

regime-building

re-inscribe

the Renaissance (but ‘a renaissance’)

renminbi (lower case)

Responsibility to Protect (R2P) [norm/principle]

Review Conference (of NPT)

revolutions: colour revolutions; Orange Revolution/Tulip Revolution Rhenish [referring to the River Rhine]

rial(s) [currency]

Rice, Condoleezza

right-wing (adj.)

risk-averse (adj.)

roadmap, roadblock

rollback, rollover (noun)

Romania

rouble [not ruble]

Rousseff, Dilma

rule-making, rule-based, rules-based

run-up, run-off (noun)

Russian/Bolshevik Revolution

Russian Far East (RFE)

## S

Saakashvili, Mikheil

Sa'dah

St Antony's College, Oxford

St Catharine's College, Cambridge

St Catherine's College, Oxford

St Petersburg

Salafi, Salafism

saleable

Sana'a



# THE REPUBLIC

São Tomé and Príncipe

saving or savings (noun) [singular is the flow, plural is the stock]

secretary-general of the UN/NATO (hyphen; pl.: secretaries-general) when referring to the office  
Secretariat (of the UN)

Secretary-General of the UN/NATO when referring to a particular individual

Sevastopol

setback (n.)

set-up (n.)

shah, but Shah when referring to Reza Pahlavi

shari'a (lowercase, roman)

sheikh, Sheikh Muhammad bin Fulan

Shi'a (sing., not Shia/Shiism); Shi'is (plural, not Shiites); Shi'i (adj., not Shiite), e.g. Shi'i Islam

shockwaves

*shura* (italics)

shutdown (n.); shut down (v.)

[*sic*] (italics, square brackets)

Sinai Peninsula

Six-Day War [1967 Arab–Israeli war]

six-party talks

sizeable

slowdown

Social Chapter (EU)

social democratic (adj.)

socio-political, socio-economic

the South; the global South

south Asia, south-east Asia

south-eastern Europe (short hyphen)

South Sudan

South Korea [not Korea]

South Ossetia

southern

Spanish Civil War

special forces (lowercase)

spillover (n.)

spinoff

standoff

starting-point

state visit, state opening



statebuilding  
state-centric  
state system  
State of the Nation Address  
status quo (roman)  
standby (force)  
stand-off (noun)  
start-up  
starting-point  
State of the Union address (US)  
states-system  
status quo (no italics)  
step by step (noun); step-by-step (adj.)  
Strategic Defence and Security Review (not ital unless cited as document in fns) subcontinent [i.e. Indian subcontinent], subregion/al, substrategic  
subject-matter  
sub-prime  
substate, subtitle, subset, subcommittee  
Sudetenland  
Suez Crisis/Suez War  
Sufi(sm)  
*sui generis* (italics)  
sultan (lowercase)  
Sunni  
superpower, superstate

## **T**

### **Table 1: Heading essential caps only**

Tajikistan [ethnic group: Tajiks; citizens: Tajikistanis] take-off, take-over  
*takfir* [excommunication]  
Taliban (pl.)  
targeting, targeted *tasawwuf* [mysticism] task force  
Tbilisi  
Tehran  
think-tank  
Third World [uppercase, but rather use ‘developing countries’]  
Tiananmen



# THE REPUBLIC

time-frame

tonne [not ton]

*tour de force, tour d'horizon*

*tout court*

towards [not toward]

tsar [not czar]

tradeable [not tradable]

trade-off

transatlantic, transnational, transboundary

Transnistria [not Transdnjestria, Trans-Dniester, etc.]

Troubles (NI, hist.)

Turkmenistan [ethnic group: Turkmen (not Turkman, Turkomen, Turcoman); citizens:

Turkmenistanis] Twitter (etc.) roman, not ital.

twofold, threefold

Two plus Four talks

Tymoshenko, Yulia

## ***U***

Ukraine [not the Ukraine]

*ulama*

*umma* (italics)

underestimate, underutilize etc.

under-secretary, under-researched, under-represented under way (two words)

unilateral/ bilateral/ multilateral

UN Security Council / the Council

upper-middle-income (adj.)

up to date (hyphens where adjectival)

US\$ (no space or hyphen); US dollar

use [avoid utilize]

Ustasa [movement; members of the movement: Ustase] Uzbekistan [ethnic group: Uzbeks; citizens:

Uzbekistanis]

## ***V***

value added tax

value-system

vice-president

vice versa (roman, no hyphen) Vietnam War



# THE REPUBLIC

*vis-à-vis* (italics, hyphens) vizier  
vs (versus)

## W

Wæver, Ole Wahhabism, Wahhabi(s) 'war on terror' war-fighting (n. and adj.) war-torn  
Washington Consensus  
Washington DC  
weapons of mass destruction (WMD) [not WMDs]  
weapons-grade material  
website; the web; World Wide Web  
Weidenfeld & Nicolson  
well- (hyphen in adjectival use only)  
well-being  
the West *but* western  
western Europe western Germany [pre-unification, West Germany]  
western hemisphere  
while [not whilst]  
white paper  
white-collar (adj.)  
wide (countrywide, industry-wide, nationwide, worldwide) wide-ranging  
WikiLeaks  
*wilayat al-faqih* [Supreme Leader of Iran] (italics)  
Women, Peace and Security agenda (where referring to UN framework)  
workforce, workplace  
world-view  
worldwide

## X

Xinjiang

## Y

Yanukovych, Viktor Yazidi [not Yezidi] Y earbook  
Year Zero  
Yemen [not 'the Yemen']  
Yom Kippur War [1973 war, October war]  
Young Turk Revolution [1908 revolution]  
Yugoslavia [not Jugoslavia]



# THE REPUBLIC

## Z

Zaire [not Zaire; from 1997 Democratic Republic of the Congo, the DRC]

zakat

Zaydi [not Zaidi]

Zebari, Hoshyar

Zeitgeist

Zhou En-lai

